Directions for Electronic Reporting Options 2006 Physical Fitness Test

Reporting Physical Fitness Test (PFT) Data

Once the data from the PFT have been collected for each school, school districts or their contracting agency must select one of the following options for submitting the data:

1. Internet data entry
This is a good option for school districts with small numbers of students. The school district representative enters student data one-by-one into a Web page data-collection form. To select this option you must enter the district PFT coordinator's password. To obtain the password, see below.

2. Standard format files attached to e-mail
Individual student data and school demographic data are compiled into one or two files and then attached to an e-mail message directed to Educational Data Systems (EDS). Files larger than two megabytes (approximately 8200 students in flat ASCII file format) should be compressed or sent by CD-ROM or diskettes.

3. CD-ROM or diskette in standard format files
Individual student data and school demographic data are compiled, then stored on CD-ROM or diskette and forwarded to EDS.

Obtaining a District PFT Coordinator's Password

If your school district has a district PFT coordinator, contact him or her for the password. If not, your school district must complete the *District Fitness Test Coordinator Contact Survey* and fax the completed form to EDS. A password will be returned to the coordinator by e-mail. The form is available at *http://www.eddataonline.com/fitness/2006/*. If you have submitted a contact survey to EDS in the last two years, please do *not* submit another survey unless your contact information has changed.

Standard File Formats

EDS will accept data in a number of standard Windows PC file formats, as listed below. Please leave entries blank or null for tests not taken. The scoring programs treat a result of zero differently from a blank score. (A zero is scored as a test taken with a result of zero, such as 0 push-ups were achieved. A blank is scored as a test not taken.)

1. Flat ASCII file
Files in this format are relatively small. Please read the school and student record layouts in the Appendix for details on the file specifications required for this format. The file layouts are also available on the Web site: *http://www.eddataonline.com/fitness/2006/*.

2. MS Excel and MS Access Templates
These files are larger than the flat ASCII files, and Excel or Access must be installed on your computer. You may download a pre-formatted template (in four different formats) from the Web page, or you may contact EDS for assistance. This option includes Excel 6.0 or 5.0, Access '97, or Access 2000.

3. *FITNESSGRAM*® 6.0 and 8.0
School districts that use *FITNESSGRAM*® 6.0 to collect fitness data should export the data using the custom format option and save the file as Excel 5.0. School districts using *FITNESSGRAM*® 8.0 should use the "Export to FG6" option and save the file in CSV format. (Version 8.0 does not have an option to export to an Excel file. When one selects "Export to FG6," the file is saved as a CSV file that can be opened up in Excel.)

Macintosh Users

Macintosh users may use the same data submission methods and file formats described previously. Since files created on a Macintosh can look different on a Windows PC, please let EDS know if you have used a Macintosh to create your files.

Submission Deadline:
Data will be collected February through May 2006 and must be submitted to Educational Data Systems by June 30, 2006.
Additional Information:
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